

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director, Diversity & Inclusion and Emerging Manager Strategy
Salary:	\$120,000 – \$140,000
Bureau/Division:	Asset Management
Period:	October 29, 2020 – Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolios of the New York City Retirement Systems (Systems) totaling over \$225 billion in assets. The portfolio is managed primarily by external investment managers and is largely invested in publicly-traded securities with additional allocations to private equity, real assets, hedge funds, and opportunistic fixed income investments.

Reporting directly to the Chief Investment Officer (CIO) and working closely with the Bureau of Asset Management staff, the responsibilities of the position include, but are not limited to:

- Develop strategies and recommendations for the CIO on how BAM can continue to expand engagement with and increase utilization of Minority and Women-owned Business Enterprises (MWBE) and emerging manager firms;
- Support the BAM Investment Team to achieve objectives for engagement and interaction with prospective and existing MWBE and emerging manager firms;
- Conduct analysis, assessment and reporting for the CIO and Asset Class teams regarding utilization of MWBE and emerging manager firms;
- Ensure that all prospective external investment managers receive timely feedback on the status of their consideration and evaluation from the Investment Strategy staff;
- Work with BAM to provide support to prospective and existing external investment managers of the Systems in business processes with the City;
- Represent BAM in various industry events with the objective of expanding BAM's network of MWBE and emerging investment managers and service providers;
- Work in cooperation with the CIO to have an active presence in diverse investment management networks and to communicate and carry out BAM's Open Door policy for all investment managers, including MWBE and emerging managers;
- Coordinate BAM's annual Emerging & MWBE Manager Conference; and,
- Perform other related assignments or special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college or university with major studies in business, finance, economics or a closely related field and five (5) or more years of progressively responsible experience in an investment or client services role for a comparable financial services organization; **or**,
 2. A graduate degree from an accredited college or university in the fields mentioned above and three (3) or more years of progressively responsible experience described in "1" above; **or**,
 3. A satisfactory equivalent of education and experience mentioned above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- MBA, CFA, or CAIA;
 - Experience in managing funds for institutional accounts;
 - Experience in leadership or organizing roles with diversity and inclusion programs;
 - Strong communication skills, with the ability to represent the Systems and BAM appropriately to diverse groups;
 - Ability to work both independently and in a team environment;
 - Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities.
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

The selected candidate will be subject to the financial disclosure requirements of the office's Personal Trading Policy.

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: October 29, 2020	POST UNTIL: Filled	JVN: 015/021/010
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The NYC Comptroller's Office is an Equal Opportunity Employer